



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP STE 120  
FORT LEONARD WOOD, MISSOURI 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 35, Honorable Order of "The Rough Riders"

1. Purpose. To recognize outstanding contributions to U. S. Army Garrison, Fort Leonard Wood (USAG FLW) by unit members and those individuals external to the Garrison who provide exceptional support through the Honorable Order of "The Rough Riders" Program.

2. Applicability. This policy applies to all personnel assigned to or who support USAG FLW.

3. Background.

a. The origin of "The Rough Riders" is traced to when the name was first bestowed upon Colonel Leonard Wood's newly formed 1<sup>st</sup> United States Volunteer Cavalry Regiment during the Spanish-American War in 1898, with Lieutenant Colonel Theodore Roosevelt as his second in charge. Colonel Wood is a Medal of Honor recipient who commanded the Regiment and then the Brigade in successful engagements in Cuba known as The Battle of Las Guasimas, Battle of San Juan Hill and Siege of Santiago. The public promptly christened "The Rough Riders" nickname, which is still remembered today.

b. After the end of hostilities, General Wood remained in Cuba and was the Military Governor of Cuba from 1900 to 1902. In that position, he instituted a number of political, social, and educational reforms. He also worked to improve the medical and sanitary conditions on the island. Before leaving Cuba, he received his first star as a Brigadier General in the Regular Army. He reorganized and strengthened the General Staff and firmly established the Chief of staff as the senior officer of the U. S. Army. He eliminated barriers and reduced the influence of the old bureaucratic systems which had hindered efficiencies. He was instrumental in developing many U. S. Army structures, which strengthened Garrisons and those principles still remain today.

c. This award is given to recognize excellence and is not intended to replace honorary awards deserving of our workforce. The Honorable Order of "The Rough Riders" is given to recognize excellence and devotion to duty and significant contributions to the USAG FLW. All nominees will demonstrate a pattern of excellence in their duties or achievements, a one-time accomplishment resulting in a major improvement to moral or overcoming unusual difficulties on a project, assignment, or courageous handling of an emergency situation.

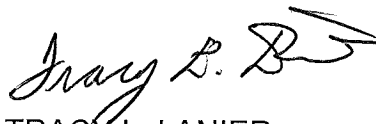
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4. USAG Directors and Office Chiefs may submit recommendations for Honorable Order of "The Rough Riders" recognition.
5. Nominees may be a military service members, civilians, appropriated and non-appropriated or volunteers assigned to the USAG or-associated with an external organization that supports the USAG FLW efforts.
6. The following criteria must be met when nominating personnel for the Honorable Order of "The Rough Rider":
  - a. The nominee must demonstrate outstanding professional competence and have put forth exceptional effort to the USAG FLW and its mission.
  - b. Nominees are 'one of a kind' individuals who through their energy, effort, and actions have set themselves apart from their peers.
  - c. The Honorable Order of "The Rough Riders" is open to both military and civilian personnel, there is no military rank or civil service grade requirement for the nominee. Volunteers must be registered in Volunteer Management Information System (VMIS).
7. All nominations must be submitted IAW with enclosure 1. All nominations must be submitted to the Managing Directors, Executive Officer or Administrative Officer. The approving authority for this award is the Garrison Commander and the Command Sergeant Major.
8. The Point of Contact for this memorandum is HQ, USAG Fort Leonard Wood at (573) 563-5788.

3 Encls

1. Award Checklist
2. Example of Certificate
3. Example of DA 1256



TRACY L. LANIER  
COL, LG  
Commanding

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Enclosure 1 to SUBJECT: Garrison Policy 35, Honorable Order of "The Rough Riders"

### **Honorable Order of "The Rough Riders" Award Checklist**

**Purpose.** The Honorable Order of "The Rough Riders" Award is designed to recognize personal achievements and excellence. It is not meant to replace honorary awards. It is a chance for USAG Directors and Division Chiefs to recognize excellence.

**Eligibility.** Any Service Member, DA Civilian, AF/NAF employee or volunteer, registered in VMIS, may be nominated. Any USAG Service Member or Employee may nominate someone for the award. Approvals must be made through the proper chain of command.

**Nomination Period.** No time limitations when given for a specific act or achievement.

**Nomination Deadline.** The nomination must be submitted 30 days prior to presentation date.

**Nomination approval.** Approval authority is Division Chief, Director, USAG CSM, Deputy Garrison Commander, and Garrison Commander. In absence of a Division Chief, the Director will approve. Director nominations may be submitted by their organization.

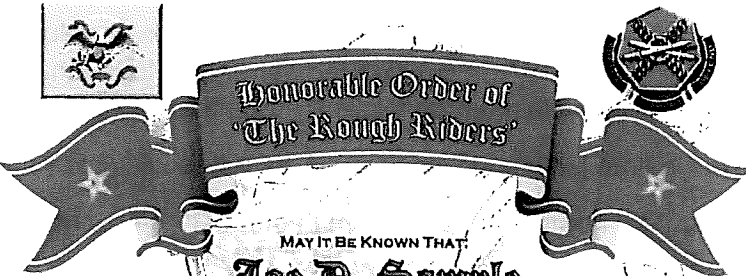
**Required.** Completed DA 1256 with justification attached to nominate an employee for an award. Listed are the steps to guide you through the criteria. If the answer is "no" to the following questions, then the package needs more work.

- Is the DA Form 1256, Incentive Award Nomination and Approval prepared accurately and signed?
- Justification: attached? Not to exceed two pages, double spaced. No memorandum or EEO certificate needed, USAG Command Group reserves the right to consult with EEO.
- Does the justification address specific contributions? The justification must spell out exactly what the employee did to warrant the recognition. Avoid vague statements, flowery statements and acronyms. Write the justification to specifically address the what, when, how and benefits of the contribution.
- Does the justification indicate the award is being given for reasons other than the purpose for which the award was established? Avoid statements, such as, "the employee donated his free time..." "the employee worked many hours of overtime without compensation"
- Does the justification include a statement of tangible and/or intangible benefits?
- Have you carefully reviewed and confirmed nominee meets the requirements for the award?
- Reminder, can be awarded concurrently with an official award.

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Enclosure 2 to SUBJECT: Garrison Policy 35, Honorable Order of "The Rough Riders"

Example Certificate



**Honorable Order of  
'The Rough Riders'**

MAY IT BE KNOWN THAT:

**Joe D. Sample**

IS HEREIN AWARDED PERMANENT TITLE AS A ROUGH RIDER  
AND FROM THIS DAY FORWARD IS ENTERED INTO THE ROLLS OF THE

**HONORABLE ORDER OF 'THE ROUGH RIDERS'**  
**U.S. ARMY GARRISON, FORT LEONARD WOOD**


MAJOR GENERAL LEONARD WOOD WAS AN AGGRESSIVE AND ENERGETIC LEADER WHO WAS INSTRUMENTAL IN TRANSFORMING THE U.S. ARMY INTO A MODERN, MOBILE ARMED FORCE, THUS LAYING THE GROUNDWORK FOR AMERICAN SUCCESS IN WORLD WAR I. IT WAS AS THE U.S. ARMY CHIEF OF STAFF THAT MAJOR GENERAL WOOD MADE HIS GREATEST CONTRIBUTIONS TO THE U.S. ARMY AND THE NATION. HE REORGANIZED AND STRENGTHENED THE GENERAL STAFF AND FIRMLY ESTABLISHED THE CHIEF OF STAFF AS THE SENIOR OFFICER OF THE U.S. ARMY. HE ELIMINATED BARRIERS AND REDUCED THE INFLUENCE OF THE OLD BUREAUCRATIC SYSTEMS WHICH HAD HINDERED EFFICIENCIES. HE WAS INSTRUMENTAL IN DEVELOPING MANY U.S. ARMY STRUCTURES, WHICH STRENGTHENED GARRISONS AND THAT STILL REMAIN TODAY—LEAVING A STANDING LEGACY.

THE ORIGIN OF 'THE ROUGH RIDERS' WAS FIRST BESTOWED UPON COLONEL LEONARD WOOD'S NEWLY-FORMED 1ST UNITED STATES VOLUNTEER CAVALRY REGIMENT DURING THE SPANISH-AMERICAN WAR IN 1898, WITH LIEUTENANT COLONEL THEODORE ROOSEVELT AS HIS SECOND-IN CHARGE. COLONEL WOOD IS A MEDAL OF HONOR RECIPIENT WHO COMMANDED THE REGIMENT AND THEN THE BRIGADE IN SUCCESSFUL ENGAGEMENTS IN CUBA KNOWN AS THE BATTLE OF LAS GUASIMAS, BATTLE OF SAN JUAN HILL AND SIEGE OF SANTIAGO. THE PUBLIC PROMPTLY CHRISTENED THE UNIT WITH 'THE ROUGH RIDERS' NICKNAME, WHICH IS STILL REMEMBERED TODAY AND WILL FOLLOW THEM THROUGHOUT HISTORY.


BETTER FURTHER KNOWN: THAT JOE D. SAMPLE IS RECOGNIZED FOR DEMONSTRATING THE QUALITIES AND CHARACTERISTICS INSPIRED BY MAJOR GENERAL LEONARD WOOD AND A TRUE GARRISON ROUGH RIDER, DEMONSTRATING CHARACTER, COMPETENCE, COMMITMENT, COURAGE, CUNNING, STRENGTH, AND INTEGRITY!


THIS CERTIFICATE IS A SYMBOL OF OUR PROUD GLORIOUS PAST AND PRESENT, AND A REMINDER OF OUR DUTY TO BE GOOD STEWARDS FOR OUR NATION, COMMUNITY AND ALL ITS CITIZENS.

GIVEN UNDER MY HAND THIS  
1<sup>ST</sup> DAY OF JUNE 2015



TYSON L. GOOLSBY  
CSM, USA, GARRISON CSM  
'ROUGH RIDER 7'





ANDREW M. HERBST  
COL, CM, COMMANDING  
'ROUGH RIDER 6'

*Recorded #001 - Managing Director*

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Enclosure 3 to SUBJECT: Garrison Policy 35, Honorable Order of "The Rough Riders"

INCENTIVE AWARD NOMINATION AND APPROVAL			
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.			
<b>PART I - TO BE COMPLETED BY OPERATING OFFICE</b>			
1. EMPLOYEE'S NAME (Last, First, MI)		2. ORGANIZATION (No abbreviations)	
3. PRESENT POSITION, TITLE, GRADE AND SALARY		4. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 3)	
<b>5. TYPE OF AWARD RECOMMENDED</b>			
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.			
<b>a. HONORARY</b>		<b>b. MONETARY</b>	
<input type="checkbox"/> DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/> COMMANDER'S AWARD FOR CIVILIAN SERVICE	<input type="checkbox"/> QUALITY STEP INCREASE	
<input type="checkbox"/> MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/> ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/> PERFORMANCE AWARD \$	
<input type="checkbox"/> SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/> CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/> SPECIAL ACT/SERVICE AWARD \$	
<input checked="" type="checkbox"/> OTHER (Specify) Honorable Order of "The Rough Riders"		<input type="checkbox"/> ON-THE-SPOT CASH AWARD \$	
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR)		<input type="checkbox"/> TIME OFF AWARD	
<b>6. NOMINATING</b>			
a. TYPED NAME AND TITLE	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE: (    )	d. DATE
<b>PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)</b>			
7. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Check Yes or No, if no, explain on separate attached page)			
<input type="checkbox"/> Yes	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE
<input type="checkbox"/> No			c. DATE
<input type="checkbox"/> Yes	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE
<input type="checkbox"/> No			f. DATE
<b>PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND</b>			
8. <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> OTHER			
<b>COMPLETE FOR MONETARY AWARDS RECOMMENDED</b>			
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
<b>PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)</b>			
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS- APPROVED	ADDITIONAL CASH AWARD
9. LOCAL COMMITTEE CHAIRPERSON			
10. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE			
11. MAJOR COMMAND REVIEW COMMITTEE			
12. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE			
13. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD			

DA FORM 1256, NOV 2009

PREVIOUS EDITIONS ARE OBSOLETE.

APD PE-11 02ES

